

DIRECTIVE NUMBER: 200-21-05

DATE: February 15, 2013

TO: All Components of the Department of Labor

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Agency Policy on Payment of Travel and Appropriate Time Code regarding an Appeal or Grievance Hearing

1. Purpose. To inform employees of Agency policy in regard to Appeal and Grievance Hearings.
2. Reference. K.A.R. 1-12-1
3. Policy.

Appeal and Grievance Hearings Travel Policy

When an employee of the Department of Labor is required to attend an Evaluation Appeal Hearing or a Grievance Hearing he/she will be paid appropriate in-state travel reimbursement in accordance with the Employee Travel Expense Reimbursement Handbook. Employees are reminded that ride sharing must be accomplished whenever possible. The employee must meet one of the following criteria to qualify for reimbursement.

Appeal Hearing Travel Policy

The employee must be the appellant, rater, reviewer or committee member.

Before a witness can be paid allowable in-state travel reimbursement expenses, a memo must be sent to the Secretary requesting such payment. The memo should contain the names of the witnesses, where they are from and a statement justifying their personal appearance. Upon the Secretary's approval of the request, travel expense reimbursement will be allowed in accordance with State and Agency regulations.

Grievance Hearing

The employee must be the aggrieved employee, grievance committee member or investigator appointed by the grievance committee. Before a witness can be paid allowable in-state travel reimbursement expenses, a memo must be sent to the Secretary requesting such payment. The memo should contain the names of the witnesses, where they are from, and a statement justifying their personal

appearance. Upon the Secretary's approval of the request, travel expense reimbursement will be allowed in accordance with State and Agency regulations.

Appeal and Grievance Hearings Time Distribution Codes

If an agency employee is called to appear as a witness in a grievance or appeal hearing, the time should be charged to the project code and function code determined by the Unit or Division in which the aggrieved party works. If the aggrieved party works for the following units, grievance committee members and witnesses would charge their time accordingly.

Unit Aggrieved Party Works In

Unemployment Insurance - 210/410

AS&T - 000/120

Workers Compensation - 671/800

If the aggrieved party does not work in any of the above program areas, contact Fiscal Management as to the proper time code to be used.

4. Action Required. All employees are to adhere to the contents of this Directive.
5. Inquiries. Annette Morris, (785) 296-5000 x2554.

Lana Gordon, Secretary of Labor
Signature on file

Rescissions: 200-24-02	Expiration Date: Continuous
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